

4.15 SURVEY MASTER CONTROL FILE

Introduction

StEPS has two types of control files: Master Control and Stat Period Control. There is one Master Control File per survey. The ID data stored in the Master Control File typically does not change from one stat period to another. Examples of ID information contained in the Master Control File include name, address, contact, phone number, predecessor ID, and successor ID.

There is one Stat Period Control File for each stat period in a survey. The Stat Period Control File contains information that typically will change from one stat period to the next. Examples of ID information contained in the Stat Period Control File include mailout date, check-in date, status code, edit date, bypass flags, data source, sampling information, etc.

The “Survey Master Control File” screen is a read-only screen that displays the Master Control File information for a specified ID. Because this screen is read-only, you must access the Control Information screen to update any of the variables shown here.

In StEPS, you can only access information for an ID (via the Control Information screen) *if* that ID exists in the current stat period (base stat period for the survey you are currently processing). For example, if you are processing data for survey period 2003A1 and you want to access the ID 1234567890 using the Control Information screen, you can only pull up the information for ID 1234567890, *if* that ID is in the 2003A1 sample. If it was in the 2002A1 sample, but not in the 2003A1 sample, then you cannot access that case. The “Survey Master Control File” screen allows you to view cases that are not necessarily in the current Stat Period Control File. It allows you to access *any* case that ever existed (in StEPS) for your survey.

Accessing the Screen

To access the Survey Master Control File Screen:

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- Select Option 1 - Review & Correction via selection set. This displays the Review and Correction Main Menu.
- From the Review and Correction Main Menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- Select the GOTO pmenu from the Review and Correction Main Menu.

- Select the “Control Data” option.
- Select the “Survey Master Control File” option to display the following:

Disclosure Prohibited - U.S.C 13 & 26

MASTER CONTROL FILE

Survey: ACES

Stat Period: 2000A1

Date: 06FEB01:16:49:35

ID: 0000000010 Total: 108E3

Name and Address

Name1: ABC CORPORATION

Name2:

Attention: CFO

Street: 1234 CENSUS WAY

City: CHATTANOOGA

State: TN

Zip: 12345 - 9871

Mail Group:

Contact

Contact: SALLIEMAE BARTHOLEMUEW

Contact title:

Contact phone: 301 123 - 4567 8910

Contact address:

Contact 2:

Contact 2 phone: -

Fax:

Internet email address:

Status

Predecessor ID:

Successor ID:

Latest action: A

Latest effective date: 010119

Latest effective stat period: 1995A1

Link flag:

Future action flag:

Beginning source: 1

Beginning stat period: 1995A1

Other

Survey frequency: A

Type:

EIN:

PPN:

Alpha:

Census State Code:

Fips State Code:

Fips County Code:

Locking

Lock ID flag: N

Lock user: bove1001

Lock start time: 06FEB01:08:06:23

Lock end time: 06FEB01:08:11:52

Last Update

User name: bove1001

Program name: CTREVIEW.CTREVIEW

Program date/time: 02FEB01:15:05:44

Figure 4.15 Survey Master Control File Screen

Note: Since this screen is *not* stat period related, it is only accessible from the Review and Correction Main Menu screen.

Screen Features

1. Enter an ID directly in the ID field or click on the '►' to display a pick list of IDs from which to choose. (All IDs in the Master Control File, DATALIB.CONTROL, are included in the list.)
2. The total number of IDs (records) in the Master Control File (DATALIB.CONTROL) is displayed in the "Total" field, to the right of the ID field.
3. The screen is divided into 6 sections:
 - (1) Name and Address
 - (2) Contact
 - (3) Status
 - (4) Other
 - (5) Locking
 - (6) Last Update

See Chapter 4.6 for detailed information on each of these fields.

4. This screen is read-only. To update any of the information displayed in this screen, you must access the Control Information screen for the ID. (Remember that you can only access IDs using the Control Information screen, *if* the ID is in the current Stat Period Control File (C1 file).

P-Menus

P-menu	Options	Function
HELP	Master Control File Screen Help (F1) WhoamI (F7)	Display help information on using the Master Control File screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen